



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

February 26, 2010

Document Electronically Transmitted

Linda Huntley, Director Workforce Development
Goodwill Industries of San Joaquin Valley, Inc.
129 South Grant Street
Stockton, CA 95202
lhuntley@goodwill-sjv.org

Dear Ms. Huntley:

**RE: FINAL MONITORING VISIT REPORT for– Goodwill Industries of San Joaquin Valley, Inc.
ET08-0368**

Date of the Visit:	2/2/10
Beginning/Ending Time:	9:30 a.m. – 11:30 a.m.
Date of Last Visit:	02/15/08
Visit Location:	Stockton
Persons in attendance:	Goodwill Industries Rep(s): Jasmine Harris, Department Director and Derrick Brown, Quality Control Coordinator; ETP Representative(s): Myra Cordova, ETP Analyst and Rosa Hernandez, ETP Manager
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	02/01/08 – 01/31/10	Agreement Amount:	\$99,475
Training Start Date:	02/01/08	No. to Retain:	Job No. 1 – 20 Job No. 2 – 3 Job No. 3 – 2
Date Training must be Completed:	10/01/09	Range of Hours:	100 – 256
Type of Trainee:	New Hire	Weighted Ave. Hours:	220

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5353 Mission Center Road, Suite 110
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www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

The Agreement was executed on 2/1/08 and training began on 2/1/08. Your staff reported that all training was completed on 10/30/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement – 1/31/10.

Interview with Contract Administrator, Jasmine Harris, Department Director

- What barriers, if any, did your company experience in implementing your ETP project?

Had difficulty in obtaining CEAN numbers.

- What problems, if any, did your company experience with ETP record keeping?

The on-line system is better, it's a breeze.

- How did your company benefit from the ETP training?

Training money extended Goodwill's ability to provide scholarships.

Ms. Harris provided Ms. Cordova with projected statistics for the closeout of the Agreement. According to your records at the time of this final meeting, you expected to retain a total of 13 (52% of planned retentions) trainees for a total reimbursement of \$45,612 (45% of the encumbered amount). Ms. Harris stated that the closeout invoice will be submitted by 03/19/10 which is 45 days from 2/2/10.

Goodwill Industries records show that 13 trainees have completed training (52% of planned retentions) and 10 trainees have completed the 90 day retention period (40% of planned retentions). Goodwill Industries projects earnings to be \$45,612 (45% of the encumbered total \$99,475). Current records show that Goodwill Industries has received \$34,703 in progress payments, of which \$20,813 has been approved as earned

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number Started Training	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in Retention.)	Number Trainees Placed	Number of Trainees Completed Retention
1	11	11	0	11	8	4	11
2	1	1	0	1	1	0	1
3	1	1	0	1	1	1	1
Totals:	13	13	0	13	10	5	13

ATTENDANCE ROSTERS:

Ms. Hernandez and Ms. Cordova reviewed 3 rosters. There were discrepancies on a couple rosters, but subsequently Mr. Brown submitted corrected rosters on 02/08/10.

AUDIT:

Goodwill Industries will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report or your training Agreement with ETP, please contact Myra Cordova at 916.327.5461 or mcordova@etp.ca.gov within ten (10) working days from receipt of this report.

Sincerely,



Rosa Hernandez, Manager
Sacramento Regional Office



Myra Cordova, Contract Analyst
Sacramento Regional Office

cc: Jasmine Harris, jasmineh@goodwill-sjv.org
Derrick Brown, dbrown@goodwill-sjv.org
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File